

Please print on legal size (8.5" x 14") paper

APPLICATION FOR INITIAL PROGRAM APPROVAL UNDER THE PROVISIONS OF TITLE 38, U.S. CODE											
Name of School						Program Objective Credential Awarded: Certificate, Diploma, Associate, Other	Program Length in Weeks, Months, Years	Total Number of Clock Hours (cl. hrs.) and/ or Credit Hours (cr. hrs.)	Effective date you want program approved for Veterans Education purposes	State Maximum Enrollment Limitation (For NCD Programs Only)	Tuition Rate Per Program/Term (For NCD Programs Only)
School Address including Street, City, State, Zip											
Mail Address of School											
Telephone Number	E-Mail Address	IHL	NCD	Public	Private						
Name and Title of School Official											
Program Title (Insert more rows if needed*)											
PROGRAM OF STUDY AS A WHOLE											
Unit Course Title(s) (Insert more rows if needed*)		Course Number	Clock/ Credit Hours	Please list or describe the specific equipment that will be needed for the program and indicate if it is now in place.							
Faculty (Insert more rows if needed*)			Qualification					Course Title			
If school is accredited, please give name of accrediting agency.							Signature of School Official and Date				

\*NOTE: If completing form on computer, you may insert rows, do not use return to retain lines. Form may not be reworded.  
For assistance, call (402) 471-4826.

Please submit to: Program Director, Private Postsecondary Career Schools and Veterans Education  
Nebraska Department of Education, P.O. Box 94987, Lincoln, NE 68508-4987

## NEBRASKA DEPARTMENT OF EDUCATION VETERANS EDUCATION COURSE APPROVAL CRITERIA

Each application for course approval shall be accompanied by four copies of the institution's catalog/brochure which have been certified by a school official to be true and correct in content and policies. The catalog information shall contain the following:

- Identifying data, such as volume, number, and date of publication.
- Name of the institution and its governing body, officials and faculty; a brief history of the institution citing major events and dates; status of the institution such as public, private, or non-profit.
- A calendar of the institution showing legal holidays, beginning and ending dates of each quarter; term or semester, and other important dates.
- Institution policy and regulations on enrollment with respect to specific enrollment dates and specific entrance requirements for each program/course.
- Detailed schedule of fees, charges for tuition, books, supplies, tools, student activities, laboratory fees, service charges, rentals, deposits, and all other charges.
- Institution's policy and regulations relative to standards of progress required of the student. This policy will define the grading system of the institution, the minimum grades considered satisfactory, conditions for interruption for unsatisfactory grades or progress, and a description of the probationary period, if any, allowed by the institution, and conditions for re-entrance for those students dismissed for unsatisfactory progress. A statement will be made regarding progress records kept by the institution and furnished the student.
- Maintain a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or other eligible person fails to enter the course, or withdraws, or is discontinued, therefrom at any time prior to completion.
- Institution's policy and regulations relative to leave, absences, class cuts, make-up work, tardiness and interruptions for unsatisfactory attendance.

As conditions to the approval, an institution will:

- Maintain adequate records to show attendance, conduct, and progress of each veteran or other eligible person enrolled under the law.
- Maintain a written record of previous education and training of each veteran or other eligible person enrolled and will give appropriate credit for such previous education and training so that the training period may be shortened pro-portionally, and both the eligible person and the Department of Veterans Affairs so informed.
- Furnish the veteran or eligible person upon enrollment a copy of the course outline, schedule of tuition, fees and other charges, regulations pertaining to absences, grading policy, and rules of operation and conduct.
- Present the veteran or other eligible person a certificate indicating the approved program/course was satisfactorily completed.
- Comply with all local, city, county, municipal, state and federal regulations such as fire, building, and sanitation codes.
- Not utilize advertising of any type which is erroneous or misleading; either by actual statement, omission or intimation.
- Not exceed the enrollment limitations as established by the State Approving Agency